**PART-TIME POSITION ANNOUNCEMENT**

**TITLE OF POSITION/RANK:** Conference Assistant*

*This a gift-funded position.  
Continuation is contingent on additional funding.

**(Part-Time/Non-Benefited;  
Maximum of 19 hours per week)**

**DEPARTMENT:** Law School, Lincoln Center

**POSITION SUMMARY:**
The successful candidate will be a productive problem solver with a positive, upbeat attitude and exemplary customer service skills. This is a part-time, non-benefitted position that may work up to 19 hours per week, Monday through Friday during the afternoon shift (9-5 p.m., 10-6 p.m. or 11-7 p.m.)

**ESSENTIAL FUNCTIONS:**
- Schedules facility reservations in accordance with established policies and procedures
- Coordinates communication of event logistics including room setups, AV services, etc.
- Provides support for events (e.g., prepares name tags and creates posters, performs setup and staff check-in desk, prepares certificates of attendance and additional event related tasks)
- Assists with complex event preparation
- Manages special projects assigned by Director
- Performs other duties assigned

**REQUIRED QUALIFICATIONS:**
- High School Diploma or equivalent required. Bachelor’s Degree preferred.
- 3-5 years relevant work experience
- Strong computer skills including Microsoft Office Suite required; ability to learn new applications essential
- Must develop proficiency in 25Live Pro by conclusion of probation period conclusion (will train)
- Detail oriented and organized
- Able to understand and implement complex reservation policies
- Self-starter who is able to work in a busy office and complete concurrent projects on varying deadlines
- Cooperative and professional with excellent interpersonal skills;
- Works well independently and is a team player
- Ability to work early mornings, evenings, and minimal weekends for events

**SALARY:** Minimum Salary Range: $15.00/Hr.  
Maximum Salary Range: $19.00/Hr.

**NOTE:** Salary is commensurate with experience, qualifications, and skills.

**FLSA CATEGORY:** Non-exempt

**START DATE:** ASAP

**SEND LETTER AND RESUME TO:**
Shanelle Holley  
Director, Office of Public Programs  
Fordham Law School  
sholley@law.fordham.edu

No calls, please.

*Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds.  
Fordham is an Equal Opportunity Employer –Veterans/Disabled and other protected categories*